

NASA MARSHALL SPACE FLIGHT CENTER

# New Employee Handbook

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Provided by  
George C. Marshall Space Flight Center  
Office of Human Capital  
MSFC, AL 35812  
Phone 256.544.7491

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The electronic version of this Handbook can be found at  
<http://ohc.msfc.nasa.gov/new-employee-tools.html>

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# Your First Day on the Job

*Welcome to the Marshall Space Flight Center.*

The New Employee Orientation Program provides a comprehensive introduction to employment at the Marshall Space Flight Center and civil service employee benefits. Starting a new job can sometimes be stressful. This handbook is designed to help make starting your new career with NASA as stress-free as possible. This handbook will include important contacts and Website addresses where additional information can be found. (Some [nasa.gov](http://nasa.gov) Websites may not be accessible outside the MSFC network. All sites will be accessible once you are granted access to MSFC's IT resources.)

## About NASA



NASA's mission is to pioneer the future in space exploration, scientific discovery and aeronautics research.

President Dwight D. Eisenhower established the National Aeronautics and Space Administration in 1958, partially in response to the Soviet Union's launch of the first artificial satellite the previous year. NASA grew out of the National Advisory Committee on Aeronautics (NACA), which had been researching flight technology for more than 40 years.

President John F. Kennedy focused NASA and the nation on sending astronauts to the moon by the end of the 1960s. Through the Mercury and Gemini projects, NASA developed the technology and skills it needed for the journey. On July 20, 1969, Neil Armstrong and Buzz Aldrin became the first of 12 men to walk on the moon, meeting Kennedy's challenge.

Meanwhile, NASA was continuing the aeronautics research pioneered by NACA. It also conducted purely scientific research and worked on developing applications for space technology, combining both pursuits in developing the first weather and communications satellites.

After Apollo, NASA focused on creating a reusable ship to provide regular access to space: the space shuttle. First launched in 1981, the space shuttle has had 120 successful flights. In 2000, the United States and Russia established permanent human presence in space aboard the International Space Station, a multinational project representing the work of 16 nations.

NASA also has continued its scientific research. In 1997, Mars Pathfinder became the first in a fleet of spacecraft that will explore Mars in the next decade, as we try to determine if life ever existed there. The Terra and Aqua satellites are flagships of a different fleet, this one in Earth orbit, designed to help us understand how our home world is changing. NASA's aeronautics teams are focused on improved aircraft travel that is safer and cleaner.

Throughout its history, NASA has conducted or funded research that has led to numerous improvements to life here on Earth.

NASA Headquarters, in Washington, provides overall guidance and direction to the agency, under the leadership of Administrator Michael Griffin. Ten field centers and a variety of installations conduct the day-to-day work, in laboratories, on air fields, in wind tunnels and in control rooms.

NASA Administrator Michael Griffin leads the NASA team and manages its resources to advance the U.S. Vision for Space Exploration. Nominated by President George W. Bush and confirmed by the United States Senate, Michael Griffin began his duties as the 11th Administrator of the National Aeronautics and Space Administration on April 14, 2005.

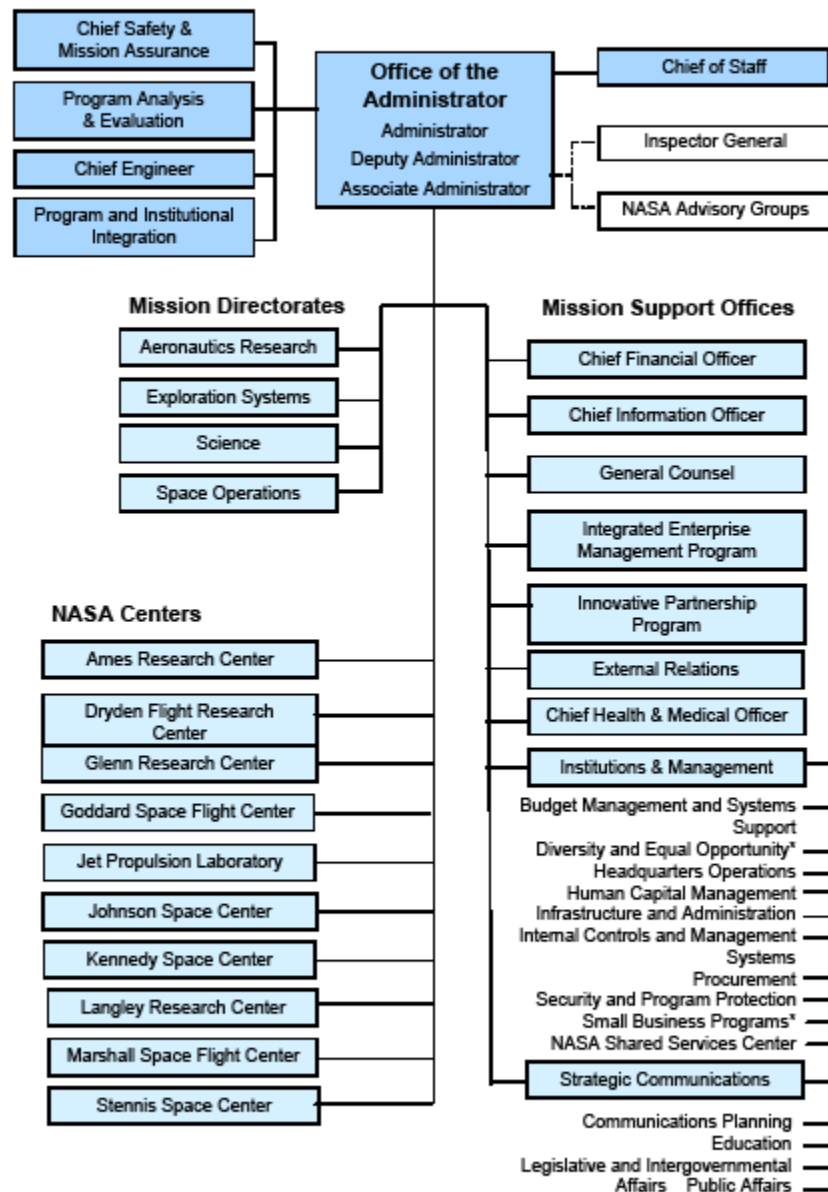
### NASA's Strategic Goals

- Fly the Shuttle as safely as possible until its retirement, not later than 2010.
- Complete the International Space Station in a manner consistent with NASA's International Partner commitments and the needs of human exploration.
- Develop a balanced overall program of science, exploration, and aeronautics consistent with the redirection of the human spaceflight program to focus on exploration.
- Bring a new Crew Exploration Vehicle into service as soon as possible after Shuttle retirement.
- Encourage the pursuit of appropriate partnerships with the emerging commercial space sector.
- Establish a lunar return program having the maximum possible utility for later missions to Mars and other destinations.

More information about NASA can be found at <http://www.nasa.gov/about/index.html>

# NASA Organizational Structure

## National Aeronautics and Space Administration



\* In accordance with law or regulation, the offices of Diversity and Equal Opportunity and Small Business Programs maintain reporting relationships to the Administrator and Deputy Administration.



## About Marshall

The Marshall Space Flight Center in Huntsville, Ala., is one of NASA's largest and most diversified installations. Today, the Marshall Center is contributing its collective expertise, ingenuity and energy as NASA and the nation to carry out the Vision for Space Exploration, which seeks to extend human presence across the solar system.

Engineers and scientists at the Marshall Center use state-of-the-art equipment and facilities to accomplish NASA's mission. Marshall manages the key propulsion hardware and technologies of the space shuttle, develops the next generation of space transportation and propulsion systems, oversees science and hardware development for the International Space Station, manages projects and direct studies that will help pave the way back to the moon, and handles a variety of associated scientific endeavors to benefit space exploration and improve life here on Earth.

A Marshall Center overview can be found at:

[http://inside.msfc.nasa.gov/about/center\\_overview\\_charts.pdf](http://inside.msfc.nasa.gov/about/center_overview_charts.pdf).

For more information on the Marshall Space Flight Center visit the public Website at:

<http://www.nasa.gov/centers/marshall/about/index.html>

## Origins of the Marshall Space Flight Center



Marshall Space Flight Center's legacy of contributions to the American space program dates back to September 8, 1960. On that date, President Dwight Eisenhower formally dedicated the George C. Marshall Space Flight Center in Huntsville as a new field installation of the National Aeronautics and Space Administration (NASA). Named for the late General George C. Marshall, the Marshall Center resulted from the transfer in Huntsville of 4,670 Army civil service employees and 1,840 acres of Redstone Arsenal property and facilities worth \$100 million.

Marshall's rocket and space legacy also has roots in Germany. Among those who joined President Eisenhower at the dedication of the new Marshall Center was Dr. Wernher von Braun, the Center's first director. Von Braun's interest in rocketry dated back to his early years growing up in his native Germany prior to World War II. Von Braun had studied under the famous rocket theoretician, Hermann Oberth, and had joined him in early rocket experiments conducted under the sponsorship of the German Society for Space Travel

More history about Marshall can be found at <http://history.msfc.nasa.gov/>.

## MSFC Goals and Objectives

Marshall Space Flight Center develops and integrates the launch and space systems required for the Agency's exploration, operations, and scientific missions. In its more than 45 year history, Marshall has provided the engineering and scientific capability behind systems as reliable as the Saturn V, the Space Shuttle Main Engine, Spacelab, and the Space Station's environmental control

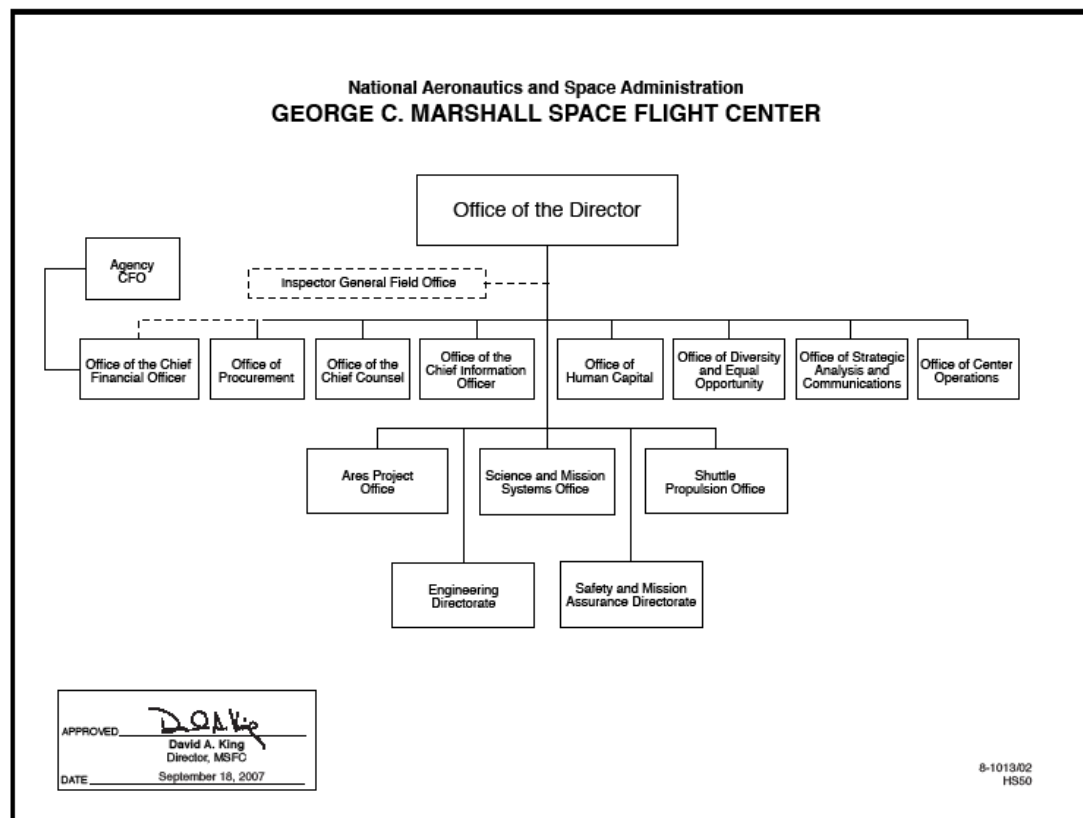
and life support; and as ground-breaking as Skylab, the Hubble and Chandra telescopes, Burst and Transient Source Experiment, and Gravity Probe B.

Integrating Science and Exploration since the early days of the space program, Marshall has excelled at using its technical capability to develop the Agency's transportation systems, and using these systems to accelerate scientific discovery. This experience – integrating the two 'cultures' of science and exploration – is critical to the Agency gaining maximum benefit from the limited resources it stewards for the country.

Marshall will continue to strive to spearhead the Agency's movement in this direction and will ensure that the Center's activities are aligned to the Agency's strategic priorities.

Marshall has established a set of center priorities to fully support the Agency's direction and maintain alignment of its activities to NASA's missions. These priorities can be found at <http://inside.msfc.nasa.gov/mbg/index.html>.

## Organization Structure



A detailed organization chart including a personnel listing can be found at <http://ohc.msfc.nasa.gov/eso/charts/index.html>.

View a listing of Marshall's Organization Codes at <http://mams.msfc.nasa.gov/reorg.taf>

Listing of Center Organizations Websites [http://inside.msfc.nasa.gov/org\\_web\\_sites.html](http://inside.msfc.nasa.gov/org_web_sites.html)

Listing of Administrative Officers/HR Specialists/Staffing Specialists:

[http://ohc.msfc.nasa.gov/docs/HR\\_Spec\\_Assignments.pdf](http://ohc.msfc.nasa.gov/docs/HR_Spec_Assignments.pdf)

## Center Access and Security

### Protective Services

The Protective Services Department is responsible for providing a safe and secure workplace for employees and guests and for protecting NASA critical infrastructure and technology. To limit access to the Center, each person must enter Redstone Arsenal through a controlled army Gate. See gate hours below.

The Manager, Protective Services Department, and the security staff are available for assistance in building 4200, room 222. Call 256-544-4354 between 7:00 a.m. and 5:00 p.m. if you have any questions. The Protective Services Control Center, managed by the contractor security support team, is staffed 24 hours a day, 7 days a week. For emergencies, call 911 for immediate assistance or otherwise call 256-544-HELP (4357), option 1.

Additional information can be found at <http://co.msfc.nasa.gov/ad50/index.html>

### Gate Hours

Gate	Location	Hours of Operation
1	Martin Road (East)	Mon-Fri: 5:30 am - Midnight Weekends/Holidays: 6:00 am - Midnight
2	Buxton Road	Closed as of 1-30-06 until further notice.
3	Redstone Road	Mon-Fri: 5:30 am - 6:00 pm Closed Weekends/Holidays
4	Patton Road at Neal	Open (interior, unmanned gate)
7	Martin Road (West)	Mon-Fri: 5:30 am - 8:00 pm Weekends/Holidays: Closed
8	Goss & Patton Road	Daily: 6:00 am - 10:00 pm Weekends/Holidays: 8:00 am - 6:00 pm
9	Rideout Road	Daily 24 hours *5:30-10:30 am, right inbound lane is only for vehicles with three or more occupants **Turnaround at Rideout Rd. & Overlook Rd. permitted only on weekends and holidays and 7pm - 5am Mon-Fri (Turnaround 1/4-mile south of Gate 9 open 24-hours daily)
10	Patton Road	Daily: 5:30 am - Midnight Weekends/Holidays - 5:30 am - 11:30 pm

*Special Note:*

Due to increased security, portable barricades have been positioned for random anti-terrorism security measures. Due to the height of the barricades, low-clearance vehicles should not use traffic lanes in which the portable barricades have been positioned.

For up to date information visit the Redstone Arsenal Force Protection Condition Information Website at: [http://www.redstone.army.mil/cgi-bin/weather\\_alert/weather.pl?alert\\_type=threatcon1](http://www.redstone.army.mil/cgi-bin/weather_alert/weather.pl?alert_type=threatcon1)

Redstone Alert Phone Line: 955-8445

## MSFC Badging

Each person is required to wear a MSFC unique identification badge issued by Protective Services. Badges must be worn in full view at all times on Center. Badges must be scanned prior to entering all Marshall Facilities. Report to security anyone piggybacking into buildings at 256-544-4357.

Badges should not be worn when off center.

If your badge is lost or stolen, report immediately to the Security Identification and Registration Office at Bldg. 4312.

## MSFC Associate Badges

Issued to Carpool Riders, Child Development Center and Exercise Facility U.S. Citizens ONLY.

Go to [http://co.msfc.nasa.gov/ad50/access\\_badges.html](http://co.msfc.nasa.gov/ad50/access_badges.html) for more information.

## Vehicle Decals

A maximum of four permanent vehicle decals (including motorcycles and bicycles) may be issued to qualified Government employees and associated contractors. Retirees who have been issued an ID for Center activities may be issued a maximum of two decals. Permanent decals can be obtained at Building 4312. The employee shall present a valid state driver's license, proof of insurance, proof of ownership (bill of sale, tag receipt or vehicle title) and a NASA identification badge.

Employees must provide proof that they have completed the required safety class for operation of a motorcycle prior to obtain a permanent decal for a motorcycle.

Decals shall not be used on other than the vehicle for which it was issued. Decals remains shall be returned to the I&R Section when the vehicle is sold or disposed of, prior to termination, upon expiration of contract, upon suspension of driving privileges, or when recalled by Protective Services. When the decal cannot be returned; e.g., because of vehicle theft, the registrant shall notify Protective Service immediately.

Temporary vehicle passes are only issued at the Joint Visitor Control Center located on Rideout Road, north of Gate 9.

For more information go to [http://co.msfc.nasa.gov/ad50/vehicle\\_decal.html](http://co.msfc.nasa.gov/ad50/vehicle_decal.html)

## Vehicle Parking Regulations

MSFC Security Procedural Requirements, provide direction regarding Traffic Enforcement and Parking on the Center. Parking and moving violations result in points being assessed against your on-Center driving record and could result in the removal of your driving privileges at Redstone Arsenal.

For Parking Regulations go to [http://co.msfc.nasa.gov/ad50/parking\\_regs.html](http://co.msfc.nasa.gov/ad50/parking_regs.html)

## Visitor Badges

### U.S. Citizens ONLY

Visits should be for official NASA business or in the best interest of NASA. All visitors visiting Marshall Space Flight Center are required to process in through the Joint Visitor Control Center (JVCC) located on Rideout Road, north of Gate 9. The JVCC hours of operation are 6 a.m. – 5 p.m. weekdays. Visitor badges are normally issued for the duration of the visit, up to 60 days. Once the badge is issued the visitor will drive to the adjacent vehicle inspection area where security guards will inspect for prohibited items. After inspection, visitors will proceed to Gate 9 and enter the installation through the far right lane.

All visitors will continue to have to be sponsored by an on-site NASA/MSFC permanently badged employee (civil service or contractor) and entered into the web-based [Visitor Management System](#) (VMS) or be escorted by the badged sponsor.

Visitors will be required to provide valid photo identification. They will also be required to provide a valid driver's license, proof of insurance vehicle registration, and rental agreement to obtain a temporary vehicle pass.

After duty hours all visitors must be escorted on-site and visitor badge(s) must be obtained at the Protective Services Control Center located at Building 4312, west end.

Contact: Becky Hopson 256-544-4541

### Non-U.S. citizen

If the individual needing a badge is not a U.S. citizen or is representing a foreign owned company or university, please contact Danny Davis at 256-544-0491.

Go to [http://co.msfc.nasa.gov/ad50/visitor\\_badge.html](http://co.msfc.nasa.gov/ad50/visitor_badge.html) for more information.

## Visitor Management System (VMS)

The Visitor Management System (VMS) allows on-site NASA sponsors (civil service or contractor) to quickly pre-register visitors for unclassified visits by **U.S. citizens** only.

All MSFC Visitors must report to the Redstone Joint Visitor Center (RJVC) at Redstone Arsenal Gate 9 (Rideout Road) for badging. The visitor's driver's license number is required in order to submit a request.

Go to [http://co.msfc.nasa.gov/ad50/visitor\\_manage.html](http://co.msfc.nasa.gov/ad50/visitor_manage.html) for more information.

# Safety

The Marshall Safety Policy states that MSFC strives to prevent human injury and ensure the safety of all operations and products leading to mission success.

Permanently badged employees new to the Center are required to receive a briefing covering MSFC safety, health, environmental, and security policies and procedures. This briefing will normally occur within 14 days of employment or arrival at MSFC.

## The Marshall Principals of Safety:

- Unsafe conditions are correctable.
- All mishaps can be prevented.
- Management is responsible and accountable for prevention of on-the-job mishaps.
- All mishaps must be reported, investigated, and the causes rectified.
- Management is responsible for training employees to work safely.
- Each employee is responsible for safety.
- Off duty safety is an important part of MSFC's safety success.
- A comprehensive safety and risk management program increases the probability of mission success.

## Bomb Threats

For telephonic bomb threats, record as much information about the call as possible. A Federal Bureau of Investigation (FBI) Bomb Threat Checklist can be obtained from the Protective Services Office or at [http://co.msfc.nasa.gov/ad50/bomb\\_threat.html](http://co.msfc.nasa.gov/ad50/bomb_threat.html).

You should immediately report bomb threats or unattended suspicious packages by calling 911.

If security personnel direct evacuation of the facility, do so in an orderly manner, away from the suspected bomb location. Activation of a building fire alarm may be used to accomplish this.

Proceed to the designated assembly area outside of the building shown on the emergency/evacuation plan, and account for all personnel known to be in the building prior to the evacuation. Immediately notify emergency response personnel if someone is believed to be remaining in the facility.

## Emergency/Evacuation Plans and Procedures

New employees are encouraged to locate the emergency/evacuation plan for the building they are in. It is located in the lobby of each building or elevator lobby of each floor. This drawing shows evacuation routes, assembly areas, emergency phone numbers, etc. Review the plan for information on where to go in case of a fire or severe weather.

If an emergency situation occurs that requires Center wide action, the MSFC emergency warning system (EWS) will be initiated. Personnel are advised to follow the instructions provided by the EWS.

Persons requiring assistance (including persons with physical disabilities) should notify their supervisor, or visitors should notify their Center sponsor. The supervisor or sponsor will arrange for emergency assistance as required.

Employees in charge of meetings in which Center visitors are present should announce exiting locations and evacuation procedures at the beginning of each meeting.

## Emergency Reference & Telephone Numbers

### To Report Emergencies

### 911

(Ambulance, Fire, Security & Chemical Spills)

To Initiate Mishap Flash Report	544-HELP - Option "0"
Blood Spills	544-7977 or 544-4000
Burn Permits	544-0046
Confined Space Entries	544-2390
Custodial Service	544-7974
Digging Permits	544-6759
Emergency Operations Center (EOC) - Information	544-3131
Environmental Engineering & Occupational Health Office	544-4246 or 544-4367
Facilities Engineering Department	544-9451
Facility Maintenance & Repair Services	544-HELP - Option "4"
Fire Extinguisher Exchange	544-1986
Hazardous & Controlled Waste Disposal	544-9578
Identification & Registration (Badges & Decals)	544-2090
Information Services Department (Safety Film Library)	544-6155
Marshall Announcements	544-HELP - Option "5"
OSHA, Birmingham Office	205-731-1534
Protective Services Department	544-4534
Radiation/Laser Safety Officer	544-5738
Redstone Arsenal Fire Department (Business)	9-876-3437
Respiratory Protection Services	544-4483 or 544-4484
Safety & Mission Assurance Directorate	544-0043
Safety Hotline	544-HELP (4357) or 544-0046

Safety Health and Environmental Website: <http://she.msfc.nasa.gov/>

## Employee Safety Responsibilities

- Adhere to SHE rules, plans, and procedures.
- Avoid unsafe acts.

- Stop operation if an unsafe act or condition exists and report it to the supervisor, building manager, or safety designee listed on the “Occupations Safety and Health Protection for NASA Employees” poster.
- Report all safety and health problems, close calls, and mishaps to their supervisor.
- Report all fires immediately.
- Attend and participate in safety meetings and SHE training and awareness activities.
- Correct imminent danger hazards immediately or secure area and mark with hazard warnings to prevent injury or damage.
- Support the SHE committees.
- Become familiar with emergency procedures and follow them when necessary.
- Try to participate in the SHE Program in at least three meaningful ways.
- Obtain and post a portable appliance permit, MSFC Form 3798, for privately owned, electrically powered appliances with heating elements.
- Be familiar with Material Safety Data Sheets (MSDS) for all hazardous chemicals in the work area.
- Wear PPE when required.

## Environmental Compliance

Employees are responsible for ensuring that waste materials generated are properly disposed by contacting the Environmental Engineering and Occupational Health (EEOH) Office. Pouring of chemicals or other hazardous materials down sinks, drains, or into the environment is unacceptable. To obtain or return waste collection containers call 256-544-9578.

Employees must ensure that wastewater and processes/equipment are properly permitted by the Clean Water and/or the Clean Air Act. Employees are required to maintain appropriate records to document compliance with permits.

Employees must strive to implement pollution prevention opportunities to replace, reduce, and reuse hazardous chemicals. In addition, employees must procure an EPA list of designated items which contain recycled content. The products are grouped into eight categories that include construction, landscaping, non-paper office, paper, park and recreation, transportation, vehicular, and miscellaneous.

More information regarding the EPA-designated products can be obtained at <http://www.epa.gov/cpg/products/htm>.

Employees shall identify all expected hazardous or controlled waste producing processes prior to beginning the process and submit the Material Safety Data Sheet's and MSFC Form 4072, “Process Waste Questionnaire,” to EEOH.

Users can search the onsite chemical inventory for material safety data sheets by going to [http://eemo.msfc.nasa.gov/environmental/haz\\_mat/default.shtm](http://eemo.msfc.nasa.gov/environmental/haz_mat/default.shtm)



Environmental Compliance Quick Reference Guide can be found at <http://co.msfc.nasa.gov/ad10/docs/ENVpocket%20guide.pdf>

## Fire

When a facility fire alarm sounds, immediately exit the facility and proceed to the designated assembly area shown on the emergency/evacuation plan. Assembling in the designated areas outside the building will assist in accounting for all personnel that were known to be in the facility prior to the alarm. Do not delay timely exit to power down computer or remove personal items.

If you discover a fire, immediately ensure that the building's fire alarm system is activated by pulling the nearest Fire Alarm Pull box, if the alarm is not already activated. Evacuate the building and call 911 to report the fire.

If the fire is in its beginning stage and you have received portable fire extinguisher awareness training and are knowledgeable in the general principles of fire extinguisher use and the hazards involved with incipient stage fire fighting. You may use one of the portable fire extinguishers located throughout the Center to attempt extinguishment of the incipient stage fire. **In no case should you put yourself in danger!**

## Severe Weather

EWS will provide announcements of severe weather threat to all MSFC employees.

Personnel should be alert for announcements over the EWS, which is used to announce lighting, severe thunderstorm watches/warnings, tornado watches/warnings/sightings, and cancellations of severe weather watches/warnings. When emergency announcements are made over the EWS, all personnel are advised to follow instructions and proceed immediately to the protective area.

The locations of your protective areas are identified on the posted emergency/evacuation plan that is normally located in the lobby of every building. Remain in the protective area until notified that it is safe to leave.

Note: For weather related delayed opening or closure information, dial the following: 256-544-HELP (4357), Marshall Announcements Option or toll free 1-888-CHK-MSFC (1-888-245-6732), enter 4-HELP (4357), Marshall Announcements Option.

## Suspicious Package/Material

- Do not touch or move the item again.
- Isolate the area (close door(s) to room, prohibit entry to area, etc.).
- Call 911.
- Answer the operator's questions and follow instructions.

## Traffic Safety

Observe posted speed limits. Examples of speed limits are as follows:

- 10 mph when approaching entry gates
- 15 mph in parking lots, unless otherwise posted on MSFC (10 mph on the Redstone Arsenal (RSA) side)
- 15 mph on Apollo Road

- 25 mph on Mercury Road
- 45 mph on Morris Road
- 40, 50, or 55 mph on Rideout Road.
- Employees operating motor vehicles on the Center are required to possess a valid state driver's license, proof of vehicle insurance, and to wear seat belts at all times.
- **Cell phone use is prohibited on RSA/MSFC while operating a vehicle** unless you use a hands free device or speaker phone option.
- Motor vehicle operators must yield the right-of-way to pedestrians.
- Employees shall ride bicycles on the right side of the road. Riding bicycles on sidewalks is prohibited.
- Helmets are required to be worn at MSFC when riding a bicycle or any two-wheel motorized and non-motorized vehicle.
- Employees operating a motorized two-wheel vehicle on Redstone Arsenal are required to attend safety training. Contact Protective Services for more information.
- When entering Redstone Arsenal gates during darkness, parking lights should be used.
- Vehicles parked in unauthorized areas or areas not designated for parking are subject to citation.

## Workplace Violence

- Workplace violence and threatening behavior will not be tolerated. Marshall Personnel shall refrain from engaging in any form of workplace violence or threatening behavior.
- Workplace violence is conduct within the workplace that would cause or causes individuals to believe themselves threatened by impending bodily injury or death or to believe that property will be damaged or destroyed.
- MSFC has zero tolerance for workplace violence.
- Threatening behavior is a statement or "course or conduct" which would cause, or which actually causes, a person to believe that they are under threat of bodily injury or death.
- Do not attempt to handle a potentially violent incident on your own. Avoid confrontations with any individuals displaying threatening behavior or committing workplace violence.
- Immediately report all acts of violence and any threatening behavior requiring the immediate attention of Protective Security Officers by calling 911 or 256-544-HELP (4357), Security. If you are calling on a cell phone please identify immediately that you are on MSFC property so the call can be transferred to our 911 center emergency personnel to avoid critical delays for emergency help.
- Promptly report any other threatening or suspicious behavior to your supervisor and to the Protective Services Office by calling 911. For non-emergencies, dial 256-544-HELP (4357), Security.

## Center Convenience Services

### Auto Service Shop

Privately owned vehicle repair and service is available at Building 4678 Open 7:30 a.m. – 5:00 p.m. For more information call 881-7640.

### Banking

A branch of the Redstone Credit Union is located on the ground floor of building 4202. This is a full-service branch of the Credit Union. Hours of operation are 8:00 a.m. to 4:30 p.m., Monday through Friday.

Redstone Federal Credit Union Website: <https://www.redfcu.org/>

### Barber Shop

The Barber Shop is located in Building 4203 1<sup>st</sup> floor. The shop has two barbers to serve you for all your barbering and styling needs. Open Monday-Friday from 8:00 am to 4:30 pm. Call 256-544-2140 for more information.

### Business Cards

There are two methods for ordering business cards. The first is by going to the Marshall Exchange website where NASA employees can purchase their cards with personal funds. The second method uses Government (appropriated) funds.

Visit <http://inside.msfc.nasa.gov/howto/buscards.html> for more information.

### Carpool Connection

For more information on carpooling options visit <http://ntf-2.msfc.nasa.gov/carpool.nsf/>.

### Clubs

A variety of clubs are available to the Marshall Community.

Go to <http://exchange.msfc.nasa.gov/clubs.html> for a complete listing with contacts.

### Employee Assistance Program

The Employee Assistance Program (EAP) was developed at the Marshall Center to assist Center employees and their immediate family members in dealing with their work and personal issues which may increase stress and detract from peak performance.

Available by appointment Monday - Friday from 7:30 a.m. to 4:00 p.m.

Appointments can be made by calling 256-544-7549 or by email [Lynn.Motley@msfc.nasa.gov](mailto:Lynn.Motley@msfc.nasa.gov). Office location is in the Marshall Medical Center, Bldg 4249, Room 126.

For more information go to <http://ohc.msfc.nasa.gov/eso/eap/index.html>

## Food Services

The following food services are available at MSFC. They offer a variety of sandwiches, soups, salads, and plate lunches.

Location and hours of operation:

### Building 4200 Basement Room G9

Charlie's Grill

7:00 a.m. - 3:00 p.m.

256-544-1640

[http://foodservices.msfc.nasa.gov/charliesgrill/menu\\_022207.pdf](http://foodservices.msfc.nasa.gov/charliesgrill/menu_022207.pdf)

### Building: 4203 Ground Floor

Cafeteria

Breakfast 7:00 a.m. - 10:00 a.m.

Lunch 11:00 a.m. - 1:00 p.m.

Grill

11:00 a.m. - 1:30 p.m.

<http://foodservices.msfc.nasa.gov/cafe/menu.html>

### Building: 4203 Ground Floor

Espresso Bar

7:00 a.m. – 12:30 p.m.

256-544-6097

<http://foodservices.msfc.nasa.gov/cafe/EsspressoMenu.html>

### Building 4471

Cafeteria

Breakfast 6:30 a.m. - 9:30 a.m.

Lunch 11:00 a.m. - 1:00 p.m.

### Building 4663

Billy Rays

6:00 a.m. - 3:00 p.m.

256-544-0214

<http://foodservices.msfc.nasa.gov/billyrays/>

### Building 4666 Room 234D

Rocket City Diner

6:00 a.m. - 2:00 p.m.

<http://foodservices.msfc.nasa.gov/4666/menu.pdf>

### Building 4708

Cafeteria

6:00 a.m. – 2:00 p.m.

## Government Vehicles

Government vehicles are available to MSFC employees for TDY transportation. Call 256-544-4565 or 256-544-4564 to arrange for reservations.

Government vehicles are assigned also to various organizations for official use. Points of contact are the organization's vehicle coordinator or the Motor Vehicle Operations Officer at 256-961-4565 or 256-544-4564.

### HELP – One Stop Service

Center Operations offers a One-Stop Service which can be easily reached by dialing 544-HELP, thus providing access to the entire range of Center Operations services and products from any location, including off center. The service desk operates 24 hours a day, 7 days a week. One-Stop Service can also be reached through Inside Marshall where detailed Center Operations services and products are readily available.

### Mail Services

The MSFC Mail Center is located on the ground floor of building 4200, Room G35. Mail is picked up from each office's outgoing box twice daily at approximately 9:00 a.m. and 1:00 p.m. It is then sorted and sent to the appropriate organization.

When sending mail to other employees, use the addressee's full name and office symbol. Mail pickup is available for official business correspondence.

Internal Mail Operations: Handles routing of internal mail and FedEx of items 20lbs or less. For more information, please call Mail Operations at 256-544-4365 or 256-544-4363.

Shipping and Receiving: Handles shipping and receiving of mail over 20lbs. For more information, please direct inquiries to Ms. Carolyn Greenwood, Supervisor of Shipping, Transportation, and Receiving, at 256-544-2617.

Overnight delivery is provided to NASA Headquarters, Johnson Space Center, Kennedy Space Center, and Michoud Assembly Facility, Monday through Thursday, with Friday service to Headquarters.

United States Post Office: The MSFC branch of the U.S. Postal Service is located in the basement of Bldg. 4200 and is open from 9:30 a.m. to 11:45 a.m. and 12:30 p.m. to 2:45 p.m.

### Marshall Child Development Center

The Marshall Child Development Center (MCDC), located in building 4346, is a nonprofit child care center which provides quality developmental and educational child care for children of civil service and contractor employees at MSFC. The MCDC provides child care for children from 6 weeks of age to kindergarten age.

The MCDC is open from 6:45 a.m. to 5:45 p.m., Monday through Friday, except on federally observed holidays and whenever Redstone Arsenal is officially closed.

MCDC is governed by an elected board of directors, consisting of MCDC members, in accordance with the articles of incorporation, bylaws, and operating policies. The board of directors is responsible for conducting all of the business of the MCDC Corporation, while day-to-day activities of MCDC are handled by the director. Membership application may be made through the director or the registrar of the current board of directors.

For more information about MCDC, please visit the MCDC Web page at <http://mcdc.msfc.nasa.gov>, or send e-mail to [MSFC.daycare@msfc.nasa.gov](mailto:MSFC.daycare@msfc.nasa.gov), or call 256-544-8609.

## Marshall Exchange

The Exchange operates a variety of revenue generating activities to support welfare, efficiency, and morale activities. The Exchange provides a variety of services such as Vending machines, the Exchange Space Shop, an Automobile Repair Shop, a Credit Union, a Bank, and a Barber and Styling Shop. See each service for details.

The day-to-day operations of the MSFC Exchange are managed by the Exchange Manager, Bill Mayo, mail code HS 01X, telephone 256-544-7564.

Marshall Exchange Website <http://exchange.msfc.nasa.gov/index.html>

## Marshall Medical Center

Medical Center staff and facilities provide a complete program of occupational medicine and environmental health services to MSFC employees. Occupational medicine services include emergency and therapeutic services, preventive and therapeutic medicine, and ambulance services. Preventive medicine, available to all MSFC employees and certain contractor personnel, includes annual voluntary physical examinations and mandatory monitoring examinations for personnel exposed to potential environmental hazards on the job. Mandatory examinations are provided to employees who work in a variety of environments and with identified potential hazards, such as heavy equipment operators, chemical handlers, asbestos abatement, radiation, lasers, and respirator wearers.

Hours of operation: 7:00 a.m. to 3:30 p.m. Onsite ambulance: 7:00 a.m. to 5:00 p.m.; available from offsite at all other times.

### Contractors and the Medical Center

The following is a listing of services contractors can utilize at the Medical Center: Monitoring Physicals, Ambulance Services, Occupational injuries and illnesses, Blood Pressure Monitoring, Allergy Injections, and Annual Influenza Vaccination.

Training: Confined Space, Hazard Communication, Hearing Conservation, Lasers, Radiation Protection, Respiratory Protection.

For more information call 256-544-2390 or visit the Occupational Medicine and Environmental Health Service Webpage at <http://co.msfc.nasa.gov/ad10/health/index.html>

## Massage Therapy

Massage Therapy is available at the Wellness Center Building 4315 (on Digney Road) Monday-Friday 9:00 a.m. - 6:00 p.m. Available by appointment only. Call 256-920-9104.

## Office Supplies

Contact your organizations Executive Support Assistant or Management Support Assistant for ordering office supplies.

## Passports and Visas (Civil Service Only)

The MSFC Foreign Travel Coordinator (256-544-3156) should be contacted for passport and VISA requirements.

Additional Foreign Travel Information can be found at  
<http://cfo.msfc.nasa.gov/documents/ForeignTravel.pdf>

## Publications for Distribution

A variety of publications on Marshall and NASA programs are available to employees at the Public Inquiries Office. These publications consist of booklets, fact sheets, lithographs, educational publications, and posters. They can be obtained by visiting the Public Inquiries Office in Building 4200, Room 120.

E-mail large request for an event or school in advance to  
[nasa.marshallpublicinquiries@msfc.nasa.gov](mailto:nasa.marshallpublicinquiries@msfc.nasa.gov).

## Redstone Arsenal Driver's License Office

The Alabama Department of Public Safety has an office located at the Redstone Arsenal PX. Hours of operation: Wednesday only from 8 a.m. to 4 p.m. Closed for lunch from noon to 1 p.m.

## Reproduction Services

Self-service copiers are provided for low-volume reproduction produced on office copiers located across MSFC within the work area vicinity. Self-service copiers are to be used for official business only. No personal or other unofficial copying is permitted.

Additional printing and reproduction services are available through the MSFC printing and Duplicating Office located in the basement of Building 4200 Room G34. The hours of operation are 7:00 a.m. to 4:00 p.m., Monday through Friday.

These services must be requested using the Service Request System at  
[https://srs.msfc.nasa.gov/catalog/reproduction/repro\\_prt\\_list.asp](https://srs.msfc.nasa.gov/catalog/reproduction/repro_prt_list.asp)

## Space Shop

The Space Shop offers a large variety of clothing, toys, refreshments, gifts, cards, NASA memorabilia, and more. Attraction tickets are also available.

The shop is located in Building 4203 Room 1202. Hours of operation are Monday – Friday from 7:30 a.m. – 3:00 p.m. Closed Weekends and Holidays. Contact the Space Shop at 256-544-3293.

## Taxi Service

A taxi service is available for use by all employees for transportation between points within the MSFC area, including the east and west test areas, by calling the motor pool dispatcher, 544-HELP (4357), taxi option or 544-TAXI (8294).

This service is available between 7:00 a.m. and 4:30 p.m., Monday through Friday. Routine maximum response time is ten minutes; special event maximum response time is twenty minutes.

## Travel

The center has an onsite travel agent (CI Travel) located in building 4203, suite 1109, who arranges official travel for civil service MSFC employees.

For more information, call 256-544-4555. CI Travel also has a full-service leisure/vacation counselor for personal needs (256-544-8367). Office hours are 8:00 a.m. to 4:30 p.m., Monday through Friday. The after-hours phone number is 1-800-287-9027.

MSFC/CFO Travel Guide:

[http://cfo.msfc.nasa.gov/documents/TDY\\_TRAVEL\\_GUIDE\\_003.pdf](http://cfo.msfc.nasa.gov/documents/TDY_TRAVEL_GUIDE_003.pdf)

CFO Travel Office Phone: 256-544-7312 Email: [MSFC-TravelOffice@mail.nasa.gov](mailto:MSFC-TravelOffice@mail.nasa.gov)

Additional travel information is available at <http://cfo.msfc.nasa.gov/travel.html>

Domestic Per Diem Rates can be found at

[http://www.gsa.gov/Portal/gsa/ep/contentView.do?contentId=17943&contentType=GSA\\_BASIC](http://www.gsa.gov/Portal/gsa/ep/contentView.do?contentId=17943&contentType=GSA_BASIC)

## Wellness Center

The MSFC Exchange operates the Wellness Center in Building 4315 just off Digney Road. The Wellness Center is available to all NASA civil servants, their spouses and dependants (ages 15-25), NASA retirees and MSFC on-site contractor employees.

The Wellness Center provides more than 18,000 square feet of indoor exercise and recreational space. The unique structural design of the facility takes maximum advantage of this space to provide a large, open air fitness area, two basketball courts, two racquetball courts and locker/shower rooms for men and women. The fitness area incorporates more than 125 pieces of weight and cardio equipment along with two separate aerobic rooms. Also available for your enjoyment while spending time on the cardio equipment is Cardio Theater. This system allows you to watch and listen to one of four TV's or listen to one of four radio stations that are provided in the area. And if you need a helping hand getting started or setting up a workout routine, the facility is staffed with four professionally trained [fitness specialists](#) to help you obtain your desired results. If you're more interested in taking a structured class the Center also provides aerobics classes at lunch and after work. You can find more information on classes offered by going to the [Aerobic & Fitness Classes](#) section of the Exchange Web-site.

If you would like more information about the Wellness or information on joining please call 256-544-0252. Hours of operation are Monday - Friday from 5:00 a.m. - 8:30 p.m. and Saturday from 7:00 a.m. - 5:00 p.m. Closed Sunday and Holidays.

## Communications

### Information Technology Services

The Office of the Chief Information Officer provides leadership and insight with the goal of supplying information technologies for programs and projects at MSFC and throughout the Agency. Support activities include desktop computing systems, communications network



operations, mainframe and midrange data processing operations, data reduction services, application software design and development, telephone service and support, computer hardware maintenance, multimedia operations and services, and video and audio conference services.

Contact your Organizations Chief Information Officer (OCIO) for access to MSFC's IT resources.

A listing of the OCIO's are available at [http://cio.msfc.nasa.gov/it\\_reps.pdf](http://cio.msfc.nasa.gov/it_reps.pdf)

Computer Problems: 544-HELP (4-4357) Option 7

Network Password Problems: 544-HELP (4-4357) Option 7

## IT Security

All new civil service employees will complete the New Employee IT Security Training during New Employee Orientation.

Within 30 days of being granted access to MSFC's IT resources, you will receive notification to complete the required Basic IT security awareness training.

All civil service employees assigned to management positions are required to complete IT security awareness training for managers prior to assuming duties as a manager.

All employees are required to complete IT security awareness training annually through SATERN - The System for Administration, Training, and Educational Resources for NASA.

SATERN Website: <https://satern.nasa.gov/>

IT Security Responsibilities [http://cio.msfc.nasa.gov/its\\_responsibilities.html](http://cio.msfc.nasa.gov/its_responsibilities.html)

Reporting IT Security Incidents: Dial 544-HELP Option 0. Send unsolicited email to [MSFC-MailAbuse@mail.nasa.gov](mailto:MSFC-MailAbuse@mail.nasa.gov).

## NASA Webmail

The NASA Operational Messaging and Directory (NOMAD) Service provides you immediate access to your email at anytime by going to <https://webmail.nasa.gov/>

## Telephones

The telephone system has many features including the Voice Messaging Exchange (VMX). The VMX is an easy-to-operate answering machine that services MSFC. The center has two telephone prefixes (544/961). Five-digit dialing may be used to place calls to subscribers located on campus by dialing the five digits listed in the center directory. Subscribers with a 544 prefix have a five-digit number of 4-XXXX (XXXX being the last four digits of your phone number). Subscribers with a 961 prefix have a five-digit number of 5-XXXX.

To place a local call, dial 9 plus the number you are trying to reach. All long distance authorized calls will be made on the Federal telecommunications System (FTS) by dialing 8 followed by the number you are trying to reach. Authorized calls include official business, emergency, and authorized personal calls only. These call classifications are defined in the NASA Policy Directive, Use of Government Telephones.

For more information and tips on using your MSFC telephone, see the following references:

How to update your personal Voice Mail greeting  
[http://inside.msfc.nasa.gov/howto/voice\\_mail.html](http://inside.msfc.nasa.gov/howto/voice_mail.html)

How to access your MSFC Voice Mail toll free  
<http://inside.msfc.nasa.gov/howto/888vmail.html>

How to set up a security code for you MSFC Voice Mail  
[http://inside.msfc.nasa.gov/howto/security\\_code.html](http://inside.msfc.nasa.gov/howto/security_code.html)

Details on telephone products and services are available through the Service Request System Web site, <https://srs.msfc.nasa.gov/catalog/common/catsrvlist.asp> or call 544-HELP (4357).

## Communication Resources

### Communications Material Review

The CMR process was established to implement unifying elements, such as key messages and design standards, in all NASA-funded communications material. Whether the intended audience is internal (NASA employees and on-site contractors), external or both, materials are reviewed only on a macro level. This review is to ensure consistency throughout the Agency of the above mentioned elements and does not include a content review. The goal is to enhance the effectiveness and efficiency of NASA communications.

The CMR is available to all within the NASA internal network, especially those who are involved with the creation, approval, publication, and management of NASA communications.

The Web site is your resource for relevant information regarding the CMR and its role in NASA's communication strategy. <http://communications.nasa.gov/portal/site/osc/>

### Daily Planet

Published every morning, the Daily Planet serves as the Center's daily newspaper.

View current and back issues of the Daily Planet at <http://dailyplanet.msfc.nasa.gov/>

### Desktop TV

The Desktop TV website is a demonstration of web-based visual and audio media.

Desktop TV Website: <http://desktoptv.msfc.nasa.gov/>

### Focus on Marshall

Broadcast monthly, Focus on Marshall spotlights the people and work performed at Marshall.

View current or archived broadcasts at <http://inside.msfc.nasa.gov/fom.html>

## Human Capital Information Environment (HCIE) (Civil Service Only)

HCIE is an integrated business system “environment,” accessible by means of an Internet portal that provides authoritative, consistent, near real-time information to employees and stakeholders across NASA to support achievement of the agency mission. The portal provides access to the Office of Human Capital’s (OHC) information systems from one central location and creates a common electronic workplace for NASA employees, managers, business units, and workforce planners to conduct human capital business.

Login to HCIE at <https://hcie.nasa.gov/portal/server.pt>.

## Inside Marshall

Inside Marshall provides comprehensive employee information on Center activities, services, and news. The Inside Marshall Website is an intranet site available to onsite MSFC personnel.

Inside Marshall Website: <http://inside.msfc.nasa.gov/>.

## Inside NASA Web Site

<http://insidenasa.nasa.gov/portal/site/insidenasa/menuitem.47f52e46660faf7acca1f510c4793ea0>

## Marshall Homepage

<http://www.nasa.gov/centers/marshall/home/index.html>

## Marshall Star

Published every Thursday, the Marshall Star serves as the Center's weekly newspaper and includes in-depth articles, features, and photographs as well as reports on upcoming Marshall-related events.

View current and archived issues at <http://marshallstar.msfc.nasa.gov/>.

## MSFC Information Communication Services

Intercom provides a variety of services designed to enhance internal communications at the Marshall Center. Employees should use these services to communicate with the Marshall team.

Go to <http://inside.msfc.nasa.gov/howto/communicate.html> for a list of services available.

## NASA Shared Services Center (NSSC) (Civil Service Only)

NSSC is a partnership between federal government, industry and state government providing finance, human resources, IT, and procurement services to NASA.

Go to <http://ohc.msfc.nasa.gov/eso/NSSC.html> for a list of services provided by the NSSC.

Visit the NSSC Website at <http://www.nssc.nasa.gov/>.

NSSC Customer Service: 1-877-677-2123

<https://www.nssc.nasa.gov/portal/site/customerservice>

## Office of Human Capital Website

The Office of Human Capital (OHC) Website is dedicated to providing the information and resources you need as a member of the Marshall workforce. The OHC team is structured in the following functions:

- Academic Affairs Office
- Human Resources Services Office
- Organization & Leadership Development Office
- Training & Incentives Office
- Workforce Strategy & Planning Office

Visit the OHC Website at <http://ohc.msfc.nasa.gov/index.html>

## Suggestions

For more information on how to offer a suggestion that would benefit MSFC, NASA, and/or other Government agencies in achieving measurable improvements in organization efficiency, service, and reduce costs go to <http://inside.msfc.nasa.gov/howto/suggestion.html>.

Suggestions may also be submitted via the IDEAS – Innovative Dynamic Employee’s Active Solutions System at <http://ideas.msfc.nasa.gov/#>

## To The Point

To the Point provides useful and timely information for Marshall Supervisors.

View current and archived articles at <http://tothepoint.msfc.nasa.gov/>

## Pay and Benefits (Civil Service Only)

### Annual/Sick Leave

You earn 13 days (4 hours per pay period) of paid annual leave each year during your first 3 years of Federal service, 20 days (6 hours per pay period) of annual leave each year in your 4<sup>th</sup> through your 15<sup>th</sup> year of service and 26 days (8 hours per pay period) of annual leave per year after 15<sup>th</sup> year of service. You may also carry over up to 30 days of unused annual leave into the next leave year.

Leave is advanced for one year, however if an employee leaves before the year is up, then what is owed is deducted from leave and earnings.

Employees accrue 4 hours of Sick Leave for each 2-week pay period. You may accrue sick leave indefinitely throughout your career. You may also be advanced up to 240 hours of sick leave in cases of serious illness. Most Federal employees may use up to 104 hours (13 workdays) of sick leave each year to provide care for a sick family member. Employees are also permitted to use sick leave for purposes relating to the adoption of a child.

## Awards

The MSFC Incentive Awards Program is designed to provide recognition of employees for exemplary accomplishments toward improvement of efficiency and effectiveness within MSFC and NASA. The following is a list of award categories:

- NASA Honor Awards (non-monetary)
- MSFC Honor Awards (non-monetary)
- Performance-based Awards (monetary and time)
- Employee Suggestion Program
- External/Non-NASA Awards
- Research and Technology Awards
- Technology Transfer Awards
- Travel Savings Incentive Award
- Length of Service Awards

For more information on awards go to <http://ohc.msfc.nasa.gov/ti/awards.html>

## Disability Protection

If you become disabled and have at least 18 months of service, you may be entitled to disability benefits. MSFC makes extensive efforts to accommodate handicapping conditions and allow you to remain a productive member of the workforce.

## NASA Employee Benefits System

The NASA Employee Benefits System (NEBS) is your online source for information about your employee benefits. NEBS consist of four parts: Benefits & Pay website, online Benefits Handbook, online Benefits Statement, and your Benefits Counselor. Your Benefits Statement provided through NEBS is updated each pay period.

Visit the NEBS Website at <http://nasapeople.nasa.gov/NEBS/index.htm>

## Employee Express

Employee Express is an online service that allows NASA employees to make certain changes to their benefits and payroll information, 24 hours-a-day, 7 days-a-week. Your SSN and Employee Express PIN are required to access your records. If you do not have a pin you may request one online.

Login to Employee Express at <https://www.employeeexpress.gov/>

## Federal Employees Group Life Insurance (FEGLI)

Visit the FEGLI Program on line at <http://www.opm.gov/insure/life/index.asp>

## Federal Employees Health Benefits Program (FEHB)

You have a choice from a variety of fee-for-service health plans. In some localities a variety of health maintenance organizations are also available. If you are enrolled, NASA pays approximately 75 percent of your biweekly health benefit premium. There is an annual open season for switching plans. Preexisting conditions are covered. Coverage may be carried into retirement.

Visit the FEHB Program on line at <http://www.opm.gov/insure/health/index.asp>

## Federal Holidays

Federal law (5 U.S.C. 6103) establishes 10 paid holidays for Federal employees. Please note that most Federal employees work on a Monday through Friday schedule. For these employees, when a holiday falls on a non-workday -- Saturday or Sunday -- the holiday usually is observed on Monday (if the holiday falls on Sunday) or Friday (if the holiday falls on Saturday).

Go to <http://www.opm.gov/FEDHOL/> for a current listing of all federal holidays.

## Federal Long Term Care Insurance

The Federal Long Term Care Insurance Program was designed specifically for members of the Federal Family. It is sponsored by the Federal Government and backed by two of the country's top insurance companies. The Federal Program is designed to help protect enrollees against the high costs of long term care. Personal access to registered nurse care coordinators, and home care provisions are just a few of the reasons why the Federal Program may be the smart choice for you.

Visit the FLTCI Program on line at <http://www.ltcfeds.com/>

## Flexible Spending Account (FSA)

A Flexible Spending Account (FSA) is a tax-favored program offered by employers that allows their employees to pay for eligible out-of-pocket health care and dependent care expenses with pre-tax dollars. By using pre-tax dollars to pay for eligible health care and dependent care expenses, an FSA gives you an immediate discount on these expenses that equals the taxes you would otherwise pay on that money.

Visit the Federal FSA Website at <https://www.fsafeds.com/fsafeds/index.asp>

## Flexible Work Schedules

MSFC employees normally work either a basic 40-hour week consisting of five 8-hour days each week, or a compressed work schedule consisting of eight 9-hour days, and one 8-hour day each biweekly pay period.

## Guidance on Leave during Emergency Situations

Go to <http://inside.msfc.nasa.gov/pp/iwg.html> for detailed guidance. The MSFC Information Line at 256-544-HELP, Option 5, will be updated during periods of severe weather or other emergencies (if Center operating hours are altered) and should be considered the most authoritative and current source of information on the status of MSFC.

Employees residing outside of the local calling area can access the Information Line toll free by dialing 1-888-CHK-MSFC (1-888-245-6732).

## Military Leave

MSFC supports your participation in the National Guard and Reserve. Military reservist may receive 15 days of paid military leave each year for active duty and training.

## MSFC Telework Program

Telework (also known as flexiplace, telecommuting, and work-at-home) has emerged over the last decade both on an informal basis and as a result of specific Federal programs. Subject to program requirements, employees may choose from “core” (i.e., continuing) or “episodic” (temporary) options.

For more information on Telework go to <http://ohc.msfc.nasa.gov/eso/flexiplace.html> or contact Carolyn Lundy at [Carolyn.m.lundy@nasa.gov](mailto:Carolyn.m.lundy@nasa.gov) (256-544-4049).

## Retirement

Civil service employees first hired after December 31, 1983, will be enrolled in the Federal Employees Retirement System (FERS). Depending on your date of birth, you will be eligible to retire at age 55-57 with 30 years of service (or 10 years service with a reduced annuity); age 60 with 20 years service; or age 62 with 5 years service. FERS employees are eligible to receive retirement income from three sources: Your basic retirement plan, your Thrift Savings Plan (TSP), and Social Security.

Go to <http://ohc.msfc.nasa.gov/eso/retirement/index.html> for more information.

## Savings Bonds

Visit the Treasury Direct Website at <http://www.savingsbonds.gov/> for more information on Savings Bonds.

## TALX

TALX is the work number for employee and income verification.

<http://www.theworknumber.com/>

## Thrift Savings Plan

The Thrift Savings Plan (TSP) is a retirement savings plan for civilians who are employed by the United States Government and members of the uniformed services. This plan is similar to a 401K plan in the private sector. You may contribute a percent of your pretax salary up to the IRS limit every year.

If you are covered by the Federal Employment Retirement System (FERS), the government will automatically contribute 1% of your salary with additional matching contributions up to a total of 5% of your salary. Employees receive the Automatic 1% Contribution whether or not personal contributions are made.

Only vested employees are entitled to keep the Agency Automatic 1% Contributions and their earnings when leaving Federal service. Employees are considered vested after completing 3 years of Federal civilian service.

For more information visit the TSP Website at <http://nasapeople.nasa.gov/employeebenefits/TSP/default.htm>

## Tuition Assistance

Tuition assistance is available for college coursework relating to your job.

**Part Time Studies:** Part-Time Study allows MSFC employees the opportunity to take university graduate and undergraduate job related courses for credit during non-duty hours.

For more information go to <http://ohc.msfc.nasa.gov/old/pts.html>

**Full Time Studies:** The Full-Time Study Program provides an opportunity for a limited number of employees to pursue job related graduate courses for credit as full-time students at an appropriate college or university. Candidates must be full-time permanent employees with one-year service at the Marshall Space Flight Center.

For more information go to <http://ohc.msfc.nasa.gov/old/fts.html>

### **Voluntary Leave Transfer Program**

An employee may donate annual leave directly to another Federal employee who has a personal or family medical emergency and who has exhausted his or her available paid leave.

For more information go to <http://ohc.msfc.nasa.gov/eso/vltp.html>

### **WebTads (Timekeeping)**

Time and Attendance System login <https://webtads.nasa.gov/6200>

For questions regarding Webtads please contact David Percival/RS30 at 256-544-0192.

## **Training**

### **Individual Development Plan (IDP) (Civil Service Only)**

The IDP is the mechanism for supervisors and employees to mutually agree on developmental activities expanding an individual's capabilities to fulfill the goals of individual career development and organizational enhancement.

MSFC is committed to the personal, professional, and career development of all staff. Many opportunities are available for improving the quality of your personal life, professional activity, and career potential.

Access the IDP Website at <http://ohc.msfc.nasa.gov/ti/idp/IntroPage.htm>

### **Marshall Institute (MI) Training Facilities**

The Office of Human Capital manages (2) training facilities to support and enhance Marshall's commitment to lifelong learning. The Marshall Institute (MI) facilities provide state-of-the-art learning environments that maximize the productivity of both on site and off site training activities.

Designed to further the center's mission through dynamic learning opportunities, the Marshall Institute represents a strengthened partnership between the Training and Incentives Office and center organizations as they strive to sustain a highly skilled and motivated workforce.



#### Marshall Institute (MI) – 4200

The Marshall Institute-4200 offers a learning environment that is convenient to employee offices. Located in Building 4200 Room G13, the MI-4200 provides a safe, creative, and productive location for Marshall's organization development and training activities.

The facility offers: 3 computer labs, 3 large training classrooms, 1 Breakout Room, 6 individual PC learning stations, Marshall's Electronic Meeting System (EMS), and a Self-Study Learning Center. Classrooms are equipped with Internet/MSFC network computers and LCD projection systems.

Hours of Operation: 8:00AM - 4:00PM

For more information go to [http://ohc.msfc.nasa.gov/ti/mi\\_4200.html](http://ohc.msfc.nasa.gov/ti/mi_4200.html)

#### Marshall Institute (MI) Education Training Facility (ETF)

The Marshall Institute-ETF provides an off site learning environment away from employee office responsibilities. Located between the Marriott and the U.S. Space and Rocket Center museum, the MI-ETF provides a safe, creative, and productive location for Marshall's organization development and training activities.

The facility offers: 1 U-Shaped Boardroom, 3 traditional classrooms, 1 team building/group table classroom, 1 break room with vending, 2 individual PC work stations with phone and print capability. All classrooms are equipped with Internet-access computers and LCD projection systems. Note: Access to the MSFC-secure network will only be available through VPN technology.

Location: Marshall Institute-Education Training Facility, USSRC One Tranquility Base

Hours of Operation: 8:00AM – 4:00PM

Contact the ETF at 256-544-7212

Note: NASA/MSFC Badges are not required at the MI-ETF facility

For more information go to [http://ohc.msfc.nasa.gov/ti/mi\\_etf.html](http://ohc.msfc.nasa.gov/ti/mi_etf.html)

#### Self Study Learning Center (SSLC)

The Self-Study Learning Center is designed to provide self-paced training resources for Marshall's Team, both NASA and MSFC contractors. Utilizing multimedia equipment and courseware, the Self-Study Learning Center offers resource material that can be checked out for use at the employee's convenience or for use within the SSLC at one of its 6 learning carrels.

SSLC programs and resources include:

- Self-study learning library: Independent training resources available in audio/CD, video, book and computer-based training formats which can be checked out to review at your convenience or used within the SSLC at one of its 6 learning carrels.
- NASA/MSFC training: Kennedy Space Center (KSC) Access, Program Critical Hardware (PCH), and Electrostatic Discharge (ESD) Training
- University test proxy services

Location: Building 4200, Room G13

Hours of Operation: 8:00 AM – 4:00 PM

For more information go to <http://ohc.msfc.nasa.gov/ti/sslc.php> or contact the SSLC at 256-544-8291 [MSFC-Self-StudyLearn@msfc.nasa.gov](mailto:MSFC-Self-StudyLearn@msfc.nasa.gov)

#### SkillSoft Online Courses

SkillSoft, Inc. offers more than 2,000 online courses covering a wide variety of commercial training in business, communication, leadership, desktop end user, and IT professional skills (including certification courses in Project Management Institute (PMI), Microsoft Office and Cisco). SkillSoft courses are typically 2-4 hours long and do not have to be completed in one sitting.

To access SkillSoft online courses, login to SATERN at: <https://satern.nasa.gov>

For more information, go to: [http://ohc.msfc.nasa.gov/ti/satern\\_skillsoft\\_trainingguide.doc](http://ohc.msfc.nasa.gov/ti/satern_skillsoft_trainingguide.doc)

#### Books 24 x 7

Books24x7 Referenceware® delivers the full contents of more than 10,000 of the latest management, business, standard office, and software/hardware technology books. Books within the Business, Office Essentials and IT collections are available to any MSFC employees with a SATERN account.

To access Books24x7 online books, login to SATERN at: <https://satern.nasa.gov>

Engineering Pro, an additional collection of online books covering a wide range of engineering disciplines and general reference topics, is also available to MSFC engineering professionals.

For access to the Engineering Pro Collection, contact the Self-Study Learning Center at: [MSFC-Self-StudyLearn@msfc.nasa.gov](mailto:MSFC-Self-StudyLearn@msfc.nasa.gov)

For more information, go to: [http://ohc.msfc.nasa.gov/ti/satern\\_skillsoft\\_trainingguide.doc](http://ohc.msfc.nasa.gov/ti/satern_skillsoft_trainingguide.doc)

#### SATERN

SATERN-The System for Administration, Training, and Educational Resources for NASA is the Agency's new Learning Management System. SATERN provides employees a "one-stop" approach to managing NASA training activities. Through SATERN, employees may register for training, launch available online courses, search course catalogs for training opportunities, review their training history, and generate personalized training needs. If you do not have a userID and password, you can request one by following the New User instructions provided on the homepage.

SATERN Help line: 1-877-677-2123

MSFC SATERN Resource Page: <http://ohc.msfc.nasa.gov/ti/satern.html>

Visit SATERN at <https://satern.nasa.gov/>

#### Calendar of Classes and Events

<http://ohc.msfc.nasa.gov/ti/calendar.php>

## Training Courses, Overviews, and Seminars

<http://inside.msfc.nasa.gov/train/index.html>

## Mandatory and Required Training Reference Guide

<http://ohc.msfc.nasa.gov/ti/Mandatory%20and%20Required%20Training%20Reference%20Guide.pdf>

## Academic Affairs

To achieve the Agency's ongoing science and aeronautics objectives, NASA requires a highly-skilled and diverse workforce. NASA education investments are an important component to ensuring the availability of that workforce. Our customers in the educational community include students and educators at all levels (K-12, undergraduate and graduate), both formal and informal. Our investments are organized to facilitate a student's movement through a pipeline of opportunities progressing from inspiration and interest; to engagement and academic preparation in science, technology, engineering, and mathematics; leading eventually to employment in the aerospace workforce at NASA.

The Technology & Products team is responsible for design, development, implementation and evaluation of products and services that use technology to enhance the educational process for formal and informal education and lifelong learning. The Elementary and Secondary Education team is responsible for supporting K-12 teachers and engaging students through the use of NASA's inspiring missions, unique facilities, and specialized workforce. The Marshall Center has a six-state K-12 service region as the educational community it directly supports. These states are Alabama, Arkansas, Tennessee, Missouri, Iowa and Louisiana. The Informal Education team is responsible for using NASA's unique assets to support all types of learning by collaborating with non-profit educational organizations and business partners. The Higher Education team is responsible for involving the higher education community in NASA research and technology activities. Opportunities for college/university undergraduates and for graduate students include work-study (cooperative education), internships (10 – 15 weeks in summer, fall and spring), fellowships (Graduate Students Researchers Project and Harriet Jenkins Predoctoral Fellows) and competitions (Great Moonbuggy Race and University Student Launch Initiative).

The [Intergovernmental Personnel Act \(IPA\)](#) Agreement Assignment Program facilitates cooperation between the Federal Government and non-Federal organizations. Non-Federal organizations such as state and local governments, Native American governments, and institutions of higher education are eligible to participate. Assignments allow skilled Federal employees and non-Federal employees to serve for a limited period for the mutual concern and benefit of both the Federal and Non-Federal organizations. Assignments (intermittent, part-time, or full-time) can be made for up to two years and may be extended under the NASA Flexibility Act of 2004, up to 4 additional years – allowing the total period of an IPA assignment to be 6 years.. Federal employees serving on a career or career-conditional appointment are eligible to participate. Non-Federal employees in a career position, and who have been with the organization at least 90 days, are eligible to participate. Cost associated with the assignment (e.g. salary, benefits and travel) is negotiated between the participating organizations.

Marshall employees are needed to serve this community and encouraged to get involved in NASA education by becoming a student mentor, serving as a team consultant, volunteering during educational events, or in many other ways. Detailed information can be found at: [www.nasa.gov/centers/marshall/education](http://www.nasa.gov/centers/marshall/education). To speak with a representative from the Academic Affairs Office, please call 256-961-1638.

## Student Programs

Marshall conducts programs for college/university undergraduates and for graduate students, including work-study (cooperative education), internships (10 – 15 weeks in summer, fall and spring), fellowships (Graduate Students Researchers Program and Harriet Jenkins) and competitions (Great Moonbuggy Race and University Student Launch Initiative).

### Programs for Graduate Students

Cooperative Education Internships such as NASA Academy and NASA Robotics Academy.

Fellowships: Graduate Student Researchers Program and Harriet Jenkins Pre-doctoral Fellowships.

Competitions: University Student Launch Initiative

### Programs for Undergraduates

Cooperative Education Internships such as Undergraduate Student Research Program, NASA Academy, Space Grant Internships, NASA Robotics Academy, Minority University Research and Education Programs, and Motivating Undergraduates in Science and Technology.

Competitions: Great Moonbuggy Race and University Student Launch Initiative.

Detailed information on the college/university opportunities listed above can be found at [www.nasa.gov/centers/marshall/education/higher\\_education.html](http://www.nasa.gov/centers/marshall/education/higher_education.html).

To speak with a representative from the Academic Affairs Office, please call 256-961-1638.

## Marshall Labor Organizations (Civil Service Only)

Two labor organizations currently have exclusive recognition at MSFC – the American Federation of Government Employees and the Marshall Engineers and Scientists association.

For information on your rights as a federal employee go to <http://ohc.msfc.nasa.gov/eso/labor/articles/YourRightsasaFederalEmployee.pdf>

### American Federation of Government Employees

The American Federation of Government Employees (AFGE), Local 3434, AFL-CIO, represents all MSFC civil service employees, except management officials, supervisors, employees engaged in Federal personnel work in other than a purely clerical capacity, professional

employees, security personnel, military detailees, cooperative education students, temporary employees, consultants and experts.

## Marshall Engineers and Scientists Association

The Marshall Engineers and Scientists Association (MESA), International Federation of Professional and Technical Engineers, Local 27, AFL-CIO, represents all MSFC civil service professional engineers and scientists (NASA classification code 200 and 700) except management officials, supervisors, nonprofessional employees, all other professional employees, employees engaged in Federal personnel work in other than a purely clerical capacity, and security personnel.

For information on Industrial Labor Relations go to  
[http://co.msfc.nasa.gov/about/industrial\\_relations.html](http://co.msfc.nasa.gov/about/industrial_relations.html)

## References

### Acronym Reference

You can search on known acronyms or their definitions. <http://acronym.msfc.nasa.gov/>

### Marshall Management System

The Marshall Management System (MMS) is the system that implements NASA and MSFC policy and procedures. MSFC certified to ISO 9001: 2000.

ISO 9000 Website <http://iso9000.msfc.nasa.gov:9001/index.html>  
MSFC Integrated Document Library (MIDL) <http://midl.msfc.nasa.gov/>

### MSFC Directory

[http://phonebook.msfc.nasa.gov/msfc\\_phonebook\\_find.asp](http://phonebook.msfc.nasa.gov/msfc_phonebook_find.asp)

### MSFC Forms

Master list of official MSFC forms : <https://repository.msfc.nasa.gov/forms/forms.html>

### NASA Directory

<http://webdir.nasa.gov/>

### NASA Forms

[https://pollux.hq.nasa.gov/nef/user/form\\_search.cfm](https://pollux.hq.nasa.gov/nef/user/form_search.cfm)

### NASA Installations

For more information about each of the NASA Installations go to  
<http://www.nasa.gov/about/sites/index.html>

### One NASA Email

Search for One NASA email addresses of all NASA employees that have an existing NASA or contractor address. <https://onenasa.ndc.nasa.gov/Index.cfm>

## NASA MAJOR AND COMPONENT INSTALLATIONS



## Community

### Broadway Theater League

<http://broadwaytheatreleague.org/>

### City of Huntsville

<http://www.ci.huntsville.al.us/>

### Community Ballet Association

The Huntsville Ballet Company (HBC) is a member of South Eastern Regional Ballet Association. The HBC presents two performances each year and tours to near-by cities. The Community Ballet Association School has a performance at end of the year for all students who want to perform.

Community Ballet Association Website: <http://www.communityballet.org/>

### Fantasy Playhouse

Fantasy Playhouse Children's Theater has presented quality live theater for three generations of residents of North Alabama and Southern Tennessee. Every production gives 9-10 performances to sold-out houses in the Von Braun Center Playhouse. The three regular season productions plus an annual production of A Christmas Carol are performed in front of an audience of 12,000 people yearly.

Fantasy Playhouse Website: <http://www.letthemagicbegin.org/>

### Huntsville Botanical Garden

In this dynamic young garden you will find inviting woodland paths, stunning floral collections and exhibits to delight visitors of all ages.

Paths meander through the shady woodlands of the Dogwood Trail and the lush fern glade, while native wildflowers quietly populate the Nature Trail. Daylily and herb gardens rival or surpass those of older, more mature botanical gardens. The demonstration vegetable garden showcases varieties of produce and inspires home gardeners.

The 5-acre Central Corridor Gardens, featuring aquatic, perennial, and annual displays are ablaze with color from early spring through fall. The Garden of Hope celebrates life and affords a place for quiet contemplation and observation of nature.

Huntsville Botanical Garden Website: <http://www.hsvbg.org/>

### Huntsville Havoc

The Huntsville Havoc is a professional ice hockey team in the Southern Professional Hockey League (SPHL). They play their home games at the Von Braun Center in downtown Huntsville.

Huntsville Havoc Website: <http://www.huntsvillehavoc.com/>



## Huntsville/Madison County Convention & Visitors Bureau

<http://www.huntsville.org/>

Maps and Transportation <http://www.huntsville.org/view.php?page=18>

## Huntsville Stars

Southern League Affiliate of the Milwaukee Brewers

The Huntsville Stars are the longest running and most successful sports franchise in the Tennessee Valley. One hundred and thirty nine former Stars have gone on to play in the Major Leagues in the team's short history, not including 48 that played for the Stars after first appearing in the big leagues.

Huntsville Stars Website: <http://www.huntsvillestars.com/>

## Huntsville Symphony Orchestra

Long considered the region's premiere performing arts group, the Huntsville Symphony Orchestra (HSO) has set the standard in North Alabama for artistic quality, community support and service through education. For over five decades, the HSO's acclaimed concerts and award-winning education programs have inspired performers, audiences, children, benefactors and the entire community.

Huntsville Symphony Orchestra: <http://www.hso.org/>

## Redstone Arsenal, AL

Redstone is home to the U.S. Army Aviation and Missile Command (AMCOM), the Space and Missile Defense Command, numerous Program Executive Offices (PEO), and major components of the Defense Intelligence Agency and the Missile Defense Agency. Also located here are numerous tenant and satellite organizations. "Team Redstone's" mission is to perform basic and advanced weapons system research and development, placing the right missile and aviation systems with the troops, keeping them ready to fight, providing weapon systems, services and supplies to our allies, to manage weapon systems such as the Cobra and PATRIOT, and to support project managers within the program executive office structure.

Population served: 157,223 Soldiers (Active, retired, and dependents) and 27,620 civilians (DA, contractor, and non-appropriated fund). Size: 37,910 acres and 11.7 million square feet of building space.

Redstone Garrison Website: <http://www.garrison.redstone.army.mil/sites/local/>

## Redstone MWR (Morale, Welfare & Recreation)

Morale, Welfare, and Recreation (MWR) Activities & events are open to the Redstone Community unless otherwise noted. The Redstone Community includes, Active, Retired, and Reserve Military, DoD/DoA Civilians, NASA/MSFC Employees, Redstone/MSFC Contractors, and their family members.

Directorate of Morale, Welfare & Recreation: <http://www.redstonemwr.com/>



## Tennessee Valley Vipers

The Tennessee Valley Vipers are Huntsville, Alabama's Arena Football 2 franchise, holding home games at the Von Braun Center.

Tennessee Valley Vipers Website: <http://www.vipers.tv/>

## Theatre Huntsville

An all-volunteer, non-profit 501(c)3 performing arts organization, staging from six to eight high-quality theatrical productions each year. The shows rely totally on local actors, technicians, artists, and a host of other volunteers from the Huntsville-Madison County-Tennessee Valley area.

Six "main stage" shows are presented in the 332-seat Von Braun Center Playhouse. Each show runs two weekends with a total of seven performances (two of which are matinees).

Theatre Huntsville Website: <http://www.theatrehsv.org/>

## The Huntsville Times

The Huntsville Times is a daily newspaper in Huntsville covering general news.

The Huntsville Times Website: <http://www.htimes.com/mainindex.html>

## U.S. Space and Rocket Center

The U.S. Space and Rocket Center, which features a large space history museum and a space camp for students, is an official NASA Visitor Information Center. One of its main focuses is to educate and inform the public about NASA's mission and vision. It is an excellent place to learn more about Marshall's history and programs. The museum and NASA partner on a number of events each year, most of which are open to the public. The USSRC hosts a NASA Educator Resource Center and the Marshall Institute, a NASA training facility. NASA exhibits and artifacts on loan from NASA are one of the primary ways that the NASA supports the Visitor Information Center.

MSFC-badge NASA employees; retired, badged MSFC NASA employees; current and retired NASA employee family members (spouse and dependent children under the age of 21 living in the same household) will have free admission to the museum and half price for movies in the IMAX theater.

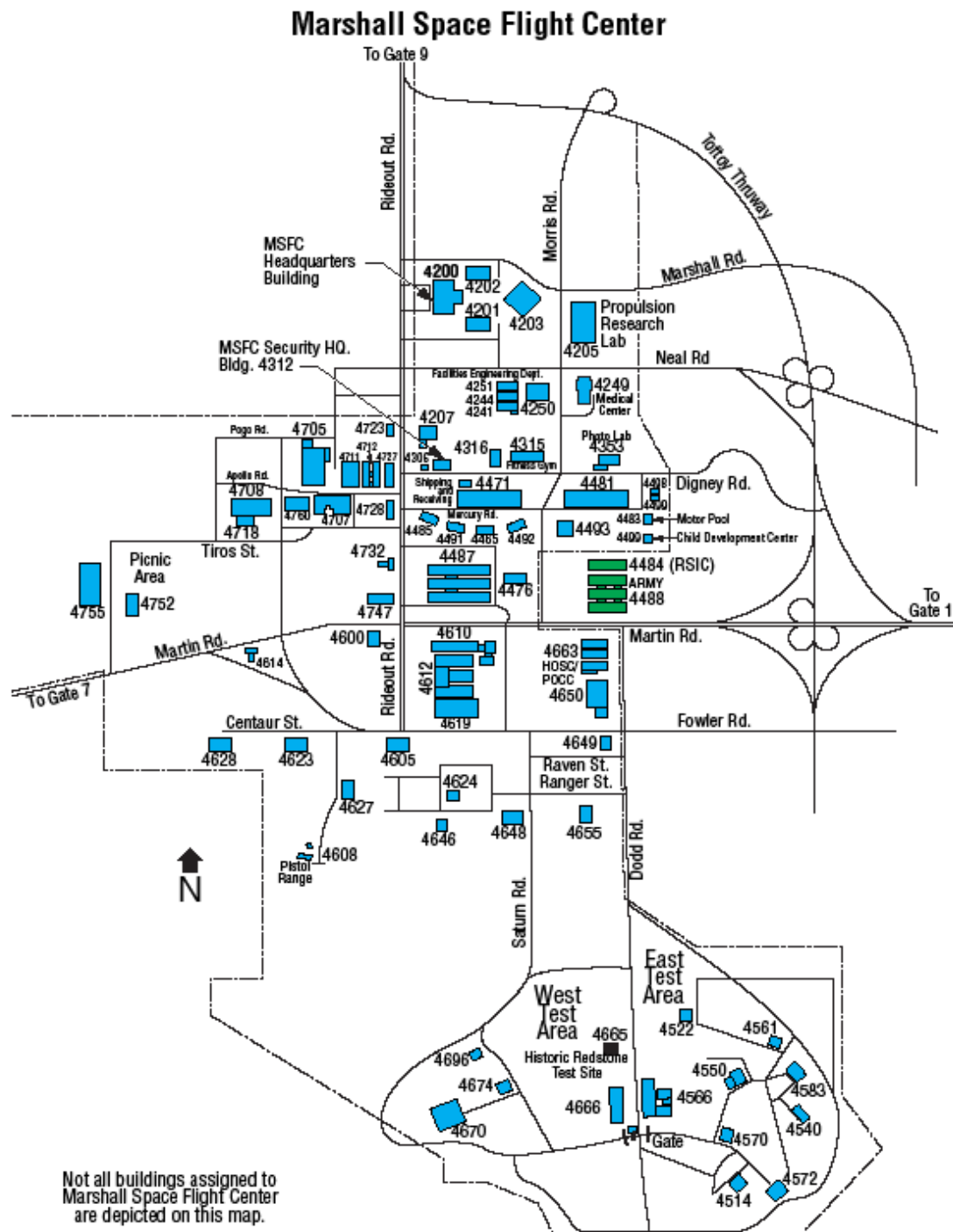
U.S. Space and Rocket Center Website: <http://www.spacecamp.com/museum/>

## Von Braun Center

The Von Braun Center is a multi-purpose entertainment venue equipped to accommodate major concerts, Broadway performances, ballets, symphonies and a full range of sporting events. The 10,000 seat Arena, 2,153 seat Concert Hall and 502 seat Playhouse Theatre can also be used as meeting areas for conferences or seminars.

Von Braun Center Website: <http://www.vonbrauncenter.com/>

# Marshall Space Flight Center Site Map



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